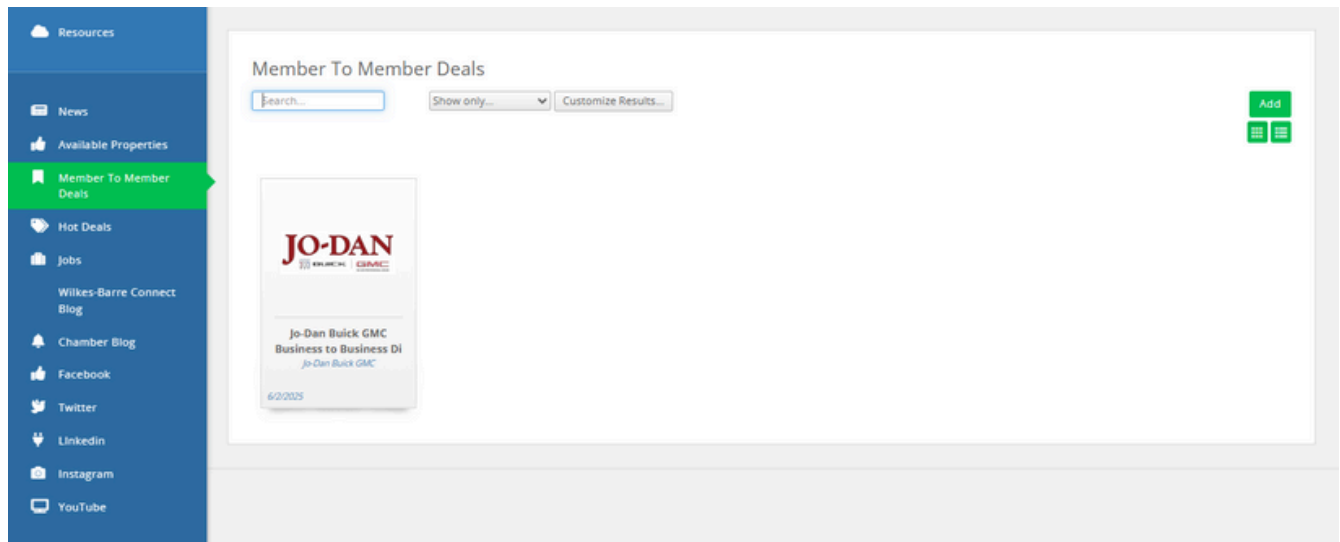



How to Add a Member-to-Member Discount in the Membership Hub

1.) Click “Member-to-Member Deals” in the left-hand navigation.



2.) Click the  button.

NOTE: The button is only available when a user has permissions to "create" web content or "edit" web content. If the user has rights to **edit**, they will only see the  buttons adjacent to content they have entered.

3.) Configure the following:

- **Contact:** The 'contact' field will automatically be populated with the name of the user creating the discount. This may be changed by selecting an alternate contact from the drop-down list.
- **Title:** Enter a title for the discount. This title is displayed in the discounts list when viewed in the Membership Hub or on your public web-site.
- **Tags:** Enter desired tags. A website visitor will be able to see the tags that are applied to a web content post and be able to search and find based off of key words used in tags.
- **Description:** Enter a description of the discount.
- **Search Description:** Enter the description you wish to display when discounts is searched on your public web-site.
- **Publish Start:** Enter the date that you would like to start publishing this content.
- **Publish End:** Enter the date that you would like to stop publishing this content.
- **Categories:** Select the category to which this discount belongs. Categories allow for organizing and filtering content on your public web-site and the Membership Hub.
- **Custom Fields:** If you have included custom fields for you content list, complete them as desired. In the image above we have included the 'Expire Date' and the 'Promo Code' custom fields. These fields are default.
- **Search Results Image:** Upload the image that will be displayed in the search list for discounts. Only the search image may be added when the content items is first added. You can add additional images after saving the discount.

Add Content Item -

Contact

Cheri Petterson

Content Status

Draft

Title

Tags

Add Tags

Description

B

I

U

☒

x₂

x²

A ▾

T! ▾

🔥

🔧

☰ ▾

☰ ▾

☰ ▾

—

🔗

🖼

📄

🏠

🖱

</>

Type something

Publish Start

📅

Publish End

📅

Search Description

Categories


None Selected ▾

🕒 Expire Date

📅

🏷 Promo Code

Search Results Image



Cancel

Done

4.) Click **“Done.”**

After a member submits a discount, Chamber staff members may approve or decline the content. When the staff member approves the content, the member that submitted the content will receive an email notification stating the content was approved. Please allow for up to two days for your discount to appear on the “Member-to-Member Deals” page.